

PRESIDIO OF MONTEREY'S PROCEDURE FOR OPERATIONAL CONTROL

Procedure: The Presidio of Monterey’s Procedure for operational control.			
Document Owner: EMS Management Representative, Plans, Analysis, and Integration Office (PAIO) – The Presidio of Monterey (POM)		Review: EQCC	
		Date: 15 Dec 05	
Update Requirements: The Presidio of Monterey’s EMS Management Representative shall maintain this procedure and review it annually. This document and its revisions shall remain current for no more than one year from the effective date. The EMS Management Representative must maintain a log of document history with this procedure.			
Revision Information			
Status	Revision	Effective Date	Revision Summary
Baseline Procedure	1.0		None

A. PURPOSE

- 1) To identify the operations associated with significant environmental aspects of the US Army Presidio of Monterey that require specific operating procedures and, further, to describe how those procedures are communicated to relevant employees and contractors.

B. SCOPE

- 1) This procedure is written to address the criteria established by **Section 4.4.6 of ISO 14001:2004**.

C. DEFINITIONS

D. PROCEDURE

- 1) Operations at POM requiring operational controls or standard operating procedures are defined and procedures for those operations are developed.
- 2) Directorate/Tenant Command Heads develop, or appoint a designee to develop, operational control/standard operating procedures required for their operations.
- 3) Copies of all operational control/standard operating procedures are provided to the EMSMR.

- 4) A list of POM's documented operational control procedures are maintained on the POM Operational Control Procedure Log (POM-EMS-PR-4.4.6A). The log identifies procedure number, procedure name and those areas where the procedure is applicable.
- 5) Directorate/Tenant Command Heads ensure that their Directorates/Tenant Commands have copies of all applicable operational control procedures are to be maintained with applicable Directorates/Tenant Commands and communicated to all personnel. If a procedure affects a supplier or contractor, the procedure will be communicated to the supplier or contractor.
- 6) Directorate/Tenant Command Heads maintain master copies of all operational control procedures, and provide copies to the EMSMR for posting on the Pomshare2 share drive in accordance with POM-EMS-PR-4.4.4 (Control of Documents Procedure).
- 7) The POM Operational Control Procedure Log is reviewed at least annually to determine if the operational control procedures are sufficient to ensure adequate environmental control of the activities and operations associated with POM 's significant environmental aspects.

E. RESPONSIBILITIES

1) EMS Management Representative (EMSMR)

- a. In cooperation with Public Works Division, Environmental Division (PWE) and the Cross Functional Team (CFT), defines which operations at POM require operational control procedures and works with Directorate/Tenant Command Heads to ensure those procedures are developed.
- b. Maintains the list of procedures on the Operational Control Procedure Log (POM-EMS-PR-4.4.6A).
- c. Maintains master copies of all operational control procedures and provides copies to Directorate/Tenant Command Heads upon request.
- d. In cooperation with PWE, reviews the Operational Control Procedures Log (POM- EMS-PR-4.4.6A) at least once per year to determine if additional procedures or updates to existing procedures are required.
- e. If updates or additional procedures are required, issues Preventative Action Request (PAR) Form to Directorate Head to take care of deficiency, as detailed in POM-EMS-PR-4.5.3 (Nonconformity, Corrective Action and Preventive Action Procedure).

2) Directorate/Tenant Command Head(s)

- a. Develops, or appoints a designee to develop, operational control procedures required for Directorates/Tenant Commands.

- b.** Ensures yearly review of operational control/standard operating procedure is completed.
- c.** Provides copies of all operational control procedures to the EMSMR.
- d.** Communicates relevant procedures to employees and ensures that Directorate/Tenant Command has copies of all applicable operational control procedures. If a procedure affects a supplier or contractor, communicates the procedure to the supplier or contractor.

E. ATTACHMENTS

- 1) Operational Control Procedure Log (POM-EMS-PR-4.4.6A)

Attachment A. Operational Control Procedure Log

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